

Form **8635**

(Rev. July 2009)

Department of the Treasury
Internal Revenue Service**Tax Forms Outlet Program (TFOP) Order Form**
2009 Tax Year Products**Contact and Shipping Address Information**

To make corrections, highlight entire box and type over current information

To place a reorder, see the instructions for "How to Place a Reorder"

1. Account Number		2. Organization		3. Additional Organization Information	
4. Contact Name		5. Shipping Address		6. Additional Delivery Information	
7. City	8. State	9. Zip Code	+ 4	10. Telephone Number	Extension
12. Country Code		11. E-mail Address			
13. Please remove my account from the program. <input type="checkbox"/>				14. How many locations will receive stock from this order? _____	

15. Trucking companies can only deliver if you have an unloading area that will safely accommodate a large truck.

Are you able to accept truck deliveries as described? ☐ Yes ☐ No Select **Additional Shipping and Delivery Instructions** for further information.

Select **Order Instructions** for further information.**Forms, Instructions, and Publications**

No.	Product Name Title	Estimated Carton Quantity	Quantity Options	Order Quantity	No.	Product Name Title	Estimated Carton Quantity	Quantity Options	Order Quantity
1	Form 1040 U.S. Individual Income Tax Return	3000			17	Form 1040 SCH. SE Self Employment Tax	3000		
2	Instruction 1040	56			18	Form 1040 A U.S. Individual Income Tax Return	3000		
3	Form 1040 SCH. A Itemized Deductions	3000			19	Instruction 1040 A	90		
4	Instruction 1040 SCH. A	500			20	Form 1040 EZ Income Tax Return for Single and Joint Filers With No Dependents	3000		
5	Form 1040 SCH. B Interest and Ordinary Dividends	3000			21	Instruction 1040 EZ	166		
6	Form 1040 SCH. C Profit or Loss from Business (Sole Proprietorship)	3000			22	Form 1040 ES (2010) Estimated Tax for Individuals	750		
7	Form 1040 SCH. C-EZ Net Profit From Business (Sole Proprietorship)	3000			23	Form 1040 X Amended U.S. Individual Income Tax Return	3000		
8	Form 1040 SCH. D Capital Gains and Losses	3000			24	Instruction 1040 X	900		
9	Form 1040 SCH. D-1 Continuation Sheet for Schedule D	3000			25	Form 2106 Employee Business Expenses	3000		
10	Form 1040 SCH. E Supplemental Income and Loss	3000			26	Instruction 2106	1000		
11	Form 1040 SCH. EIC Earned Income Credit	3000			27	Form 2441 Child and Dependent Care Expenses	3000		
12	Form 1040 SCH. L Standard Deduction for Certain Filers	3000			28	Instruction 2441	2200		
13	Form 1040 SCH. M Making Work Pay and Government Retiree Credits	3000			29	Form 3903 Moving Expenses	3000		
14	Instructions 1040 SCH. M	4000			30	Form 4562 Depreciation and Amortization	3000		
15	Form 1040 SCH. R Credit for the Elderly or the Disabled	3000			31	Instruction 4562	520		
16	Instruction 1040 Schedule R	1500			32	Form 4868 Application for Automatic Extension of Time to File U.S. Individual Income Tax Return	1500		

No.	Product Name Title	Estimated Carton Quantity	Quantity Options	Order Quantity	No.	Product Name Title	Estimated Carton Quantity	Quantity Options	Order Quantity
33	Form 5695 Residential Energy Credits	1500			49	Publication 501 Exemptions, Standard Deduction, and Filing Information	330		
34	Form 6251 Alternative Minimum Tax – Individuals	3000			50	Publication 505 Tax Withholding and Estimated Taxes	110		
35	Instruction 6251	600			51	Publication 523 Selling Your Home	250		
36	Form 8283 Noncash Charitable Contributions	3000			52	Publication 529 Miscellaneous Deductions	330		
37	Instruction 8283	1000			53	Publication 535 Business Expenses	152		
38	Form 8606 Nondeductible IRAs	3000			54	Publication 550 Investment Income and Expenses	90		
39	Instruction 8606	500			55	Publication 590 Individual Retirement Arrangements (IRA's)	70		
40	Form 8812 Additional Child Tax Credit	3000			56	Publication 596 Earned Income Credit (EIC)	130		
41	Form 8822 Change of Address	3000			57	Publication 936 Home Mortgage Interest Deduction	500		
42	Form 8829 Expenses for Business Use of Your Home	3000			58	Publication 970 Tax Benefits for Education	90		
43	Instruction 8829	2200			59	Publication 4604 Use the Web for IRS Tax Products & Information	9000		
44	Form 8863 Education Credits (Hope and Lifetime Learning Credits)	1500			Reference Aids				
45	Publication 1 Your Rights as a Taxpayer	3000			60	Publication 1132 Reproducible Copies of Federal Tax Forms and Instructions			
46	Publication 17 Your Federal Income Tax (for Individuals)	30			61	Publication 1796 2009 IRS Tax Products DVD			
47	Publication 225 Farmer's Tax Guide	100			62	Publication 3194 Reproducible Copies of Federal Tax Forms (Laminated)			
48	Publication 334 Tax Guide for Small Business	142			63	TFOP Poster Package – 4 Posters Includes: Publication 1169, Need Tax Help? Publication 1258, Where Should I Send This? Publication 1309, Tax Forms This Way Publication 1725, If The Form Fits...Use It!			

Additional Shipping and Delivery Instructions

Orders of more than 24 cartons are palletized and sent by truck. Although your order will arrive on one or more pallets, the driver will offload the cartons and remove the pallets, if asked. When necessary, inside delivery and lift gate service are included. If you are asked to authorize these services, please sign the driver's receipt so we will know the service(s) were performed.

Form 8635 Instructions

- Box 1 Account Number** – This is your TFOP account number. Use this number when making inquiries concerning your account. It cannot be changed.
- Box 2 Organization (Required)** – Verify and/or update the name of your organization.
(ex: Pebble Hill Library, USPS - Pebble Hill)
- Box 3 Additional Organization Information** – Verify and/or update the name of your department within your organization. (ex: Resources Desk, Postmaster's Office)
- Box 4 Contact Name (Required)** – Verify and/or update the first and last name of the contact person.
- Box 5 Shipping Address (Required)** – Verify and/or update your complete street address or PO Box.
(ex: 1234 Main St Ste 5, PO Box 123)
- Box 6 Additional Delivery Information** – Verify and/or update your additional delivery information.
(ex: 1st Fl, Commerce Bldg)
- Box 7 City (Required)** – Verify and/or update your city.
- Box 8 State (Required)** – Verify and/or update your 2-letter state identifier.
- Box 9 Zip Code (Required)** – Verify and/or update your zip code.
- Box 10 Telephone Number** – Verify and/or update your 10-digit telephone number and extension, if applicable. (ex: (555)111-1111 ext 123)
- Box 11 E-mail Address (Required)** – Verify and/or update your e-mail address.
- Box 12 Country Code (Required)** – Select your country's 2-letter identifier.
- Box 13 Remove Account** – Check this box to have your account removed from the program.
- Box 14 Location Question (Required)** – Enter number of locations which will receive products from this order.
- Box 15 Motor Freight Question (Required)** – Answer the question by checking the “Yes” or “No” box.

Order Instructions

Based on your order history, a suggested quantity has been entered in the Order Quantity column. To change the quantity:

- Select the drop down arrow, under Quantity Options, and select the quantity needed (ex: Form 1040 – you may order 0, 50, 250, 1/4 carton which is 750, 1/2 carton which is 1500, a full carton which is 3000, etc.) While viewing the drop down menu, you may need to scroll to see all the available quantity options.
- The Order Quantity will be adjusted based on the amount you have selected
- Products may only be ordered in quantities listed
- Some products may only be available in limited increments
- For the Reference Aids products, enter the quantity needed

How to Save and Send Your Order

After you have completed entering your quantities:

1. Select the "Save/Order " button located at the top right corner of this form to save it on your computer
2. Open your e-mail account using your e-mail service provider (ex: Yahoo, MSN, Microsoft Outlook)
3. Open and create a new e-mail

On the *To:* line, type pdf.orders@efforms.enterprise.irs.gov

On the *Subject:* line, type "TFOP Order"

Attach your saved Form 8635 PDF to the e-mail

No message text is needed

4. Next, select the "Send" button to send your order to our system

You will receive an e-mail acknowledging receipt of your order. If you do not receive an e-mail acknowledgment within 24 hours of submitting your order, send an e-mail to wi.tfop.administrator@irs.gov

On the *Subject:* line, type "Non-receipt of acknowledgment"

No message text is needed

How to Place a Reorder

All products ordered after the initial submission of this form are considered reorders.

1. Select the "Reset Form" button located at the top left corner of this form to clear the Order Quantity fields.
2. Enter your reorder quantities
3. Select the "Save/ Order" button located in the top right corner of this form to save it on your computer
4. Open your e-mail account using your e-mail service provider (ex: Yahoo, MSN, Microsoft Outlook)
5. Open and create a new e-mail

On the *To:* line, type pdf.orders@efforms.enterprise.irs.gov

On the *Subject:* line, type "TFOP Reorder"

Attach your saved Form 8635 PDF to the e-mail

No message text is needed

6. Next, select the "Send" button to send your reorder to our system

You will receive an e-mail acknowledging receipt of your order. If you do not receive an e-mail acknowledgment within 24 hours of submitting your order, send an e-mail to wi.tfop.administrator@irs.gov

On the *Subject:* line, type "Non-receipt of acknowledgment"

No message text is needed

Privacy Act

We are requesting information under authority of 5 USC 301. The primary purpose of requesting the information is to obtain your correct contact address. IRS may disclose information to mailing or distribution services contractors for the purpose of executing mail outs, order fulfillment, or subscription fulfillment. Providing the information is voluntary. If you do not provide any or all of the information, we may not be able to send your order to the correct address.